



TOWN OF RAYMOND

Adopted By: Council

Motion: 08-05-03-2013

Authority to Administer: CAO, Department Directors

Policy Number: GP - 2017-13

Policy Name

Cell Phone Policy

Policy Purpose

To delineate the details related to the use and administration of employer paid communication devices by Town of Raymond employees. This policy will be enacted on a case by case basis as individual employees renew phone contracts.

Policy Statement

Employer paid communication devices may be granted to employees to help them better perform their duties while away from the office or away from a nearby land line.

Policy Procedure

1. DEFINITIONS

- a. "Communication device" includes but is not limited to handheld electronic device with the ability to receive and/or transmit voice, text, or data messages (including, but not limited to, cellular phones, walkie-talkies, telephone pagers, PDAs, smart phones, or wireless devices).

2. RESPONSIBILITIES

- a. Council
 - i. Approve the Policy.
- b. Chief Administrative Officer (CAO)
 - i. Approve rate plan contracts for communication device use.
 - ii. Ensure fair procedures are in place for clear accountability of employee use of communication devices provided by the Town and make recommendations to Council for any changes in communication device policy.
- c. Managers/Supervisors
 - i. Approve eligible employee use of employer paid communication devices.
 - ii. Review periodically all Communication Device Approval Forms to assess need.
- d. Employees
 - i. Acquire approved communication device as well as agreed upon contract.

- ii. Pay for all monthly costs of agreed upon contract.
- iii. Have communication device with them at work and answer when available so their supervisor can communicate with them during or after regular working hours.

3. COMMUNICATION DEVICE PROCEDURES

a. Approval

- i. Employees are eligible for use of an employer paid communication device with a recommendation from their respective Supervisor and with the approval of the CAO or other designated officer.
- ii. The Communication Device Approval Form (see attached) must be filled out and signed by the respective supervisor and the CAO or other designated officer.

b. Contracts and Rate Plans

- i. All contracts must be taken out in the name of the employee who is using the communication device.
- ii. The employee will be eligible for the (Talk & Data Plan Monthly Stipend) as outlined on the Communication Device Approval Form.
- iii. The Town of Raymond may terminate the payment of a communication device at the end of the contract if it deems it no longer necessary for the employee or if there is improper usage occurring.
- iv. If the employee terminates their employment, the employee is responsible for all costs remaining on the contract as well as any outstanding charges.
- v. The Town will reimburse the employee for one protective case. Any replacement cases will be the responsibility of the employee.

c. Usage

- i. Because the communication device is owned by the employee, the communication device may be used by the employee for both personal and business-related calls.
- ii. The communication device should be used in a responsible, professional manner and should not be a distraction or take away from the employees' performance.
- iii. If the communication device is lost, broken, or stolen, the employee will be responsible for all replacement or repair costs unless caused by extenuating circumstances which will be determined by the CAO. The replacement communication device must be functional within a week or as soon as circumstances will allow.

d. Administration of Payment/Reimbursement

1. All approved Communication Device Approval Forms will be kept on file by the Director of Corporate Services.

ii. The prepayment of bills will not be allowed.

4. Other

a. In some situations, it may be necessary or advantageous for the Town of Raymond to own and pay the monthly service charges for communication devices. The purchase and use of such devices must be approved in advance by the appropriate supervisor and CAO or other designated officer. In those cases where the Town directly pays for the communication device and contract, the communication device should be used for Town purposes.

b. If an employee is required to have a communication device, but refuses to get their own contract, the Town will provide them with a basic and restricted communication device and plan. (Basic Talk Plan Monthly)

c. Employee phone numbers should not be given out to the general public. The public should be directed only to the primary phone numbers at the Town facilities (i.e. Town Hall, Shop, Pool, Arena, Golf Course).

d. Members of specific Strategic Business Units (SBU) for the Town upon approval from the CAO will receive a monthly stipend as arraigned with the Raymond CAO. (SBU Talk & Data Plan Monthly Stipend)